

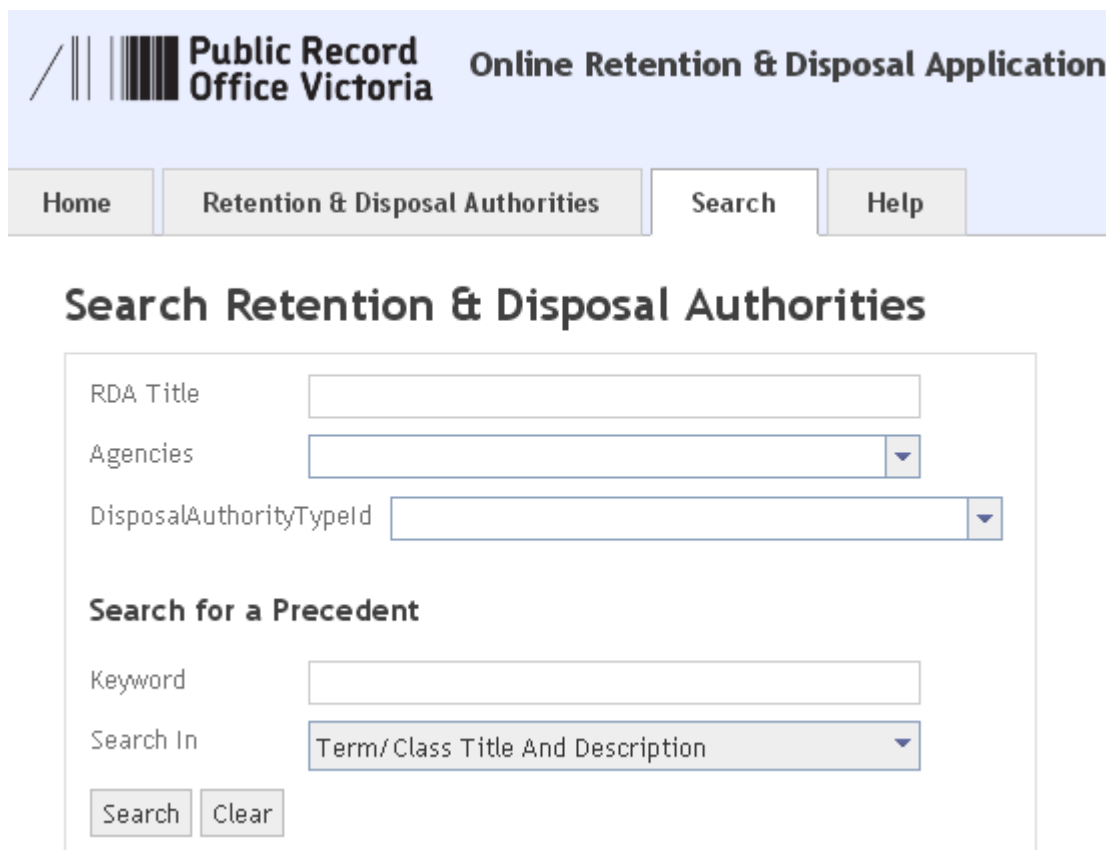
ORDA Agency User Guide 7

Searching RDAs

To support the development of consistent RDAs, ORDA includes an internal search capability that assists users to locate and view existing RDA content. Searches can be performed using a combination of keywords and specific filters. By default, all issued RDAs are available to be searched; however PROV can exclude specific RDAs if required.

1.1 Starting a Search

To perform a search select the 'search' tab.



The screenshot shows the top navigation bar of the Public Record Office Victoria's Online Retention & Disposal Application. The 'Search' tab is selected. Below the navigation bar is the 'Search Retention & Disposal Authorities' section, which contains a search form with the following fields:

- RDA Title:
- Agencies:
- DisposalAuthorityType:
- Search for a Precedent**
- Keyword:
- Search In:
- Buttons: Search, Clear

All fields are optional; 'RDA Title' and 'Keyword' are free text, while the remaining fields should be selected from the drop down lists. When the desired filters and keywords are in place click on the 'Search' Button. If you have returned to this screen using the back arrow in your browser, or wish to redefine your search the 'Clear' button will clear all fields.

1.2 Search Results

Search results will initially be presented as a list.

Search Retention & Disposal Authorities

RDA Title

Agencies

DisposalAuthorityTypeId

Search for a Precedent

Keyword

Search In

DA No.	DA Title	Organisation	Term / Class	
PROS 11/02	Supreme Court	Supreme Court of Victoria	Class	More info
PROS 13/07	Administrative Records of National Bodies	Australian Health Practitioner Regulation Agency	Debts, overpayments and material losses	More info
PROS 13/07	Administrative Records of National Bodies	Australian Health Practitioner Regulation Agency	Accounting records and associated supporting records	More info
PROS 13/07	Administrative Records of National Bodies	Australian Health Practitioner Regulation Agency	Class	More info
PROS 15/02	Medico Legal Death Investigation	Victorian Institute of Forensic Medicine	Class	More info

Displaying items 1 - 5 of 5

From the results list you can view the:

- entire RDA in which a match has been found; by clicking on the appropriate 'RDA Title' hyperlink,
- specific Term/Class in which a match was found; by clicking on the 'Term/Class' hyperlink,
- condensed summary of a match result by clicking on the 'More info' hyperlink

The following screen shot is an example of a condensed summary.

PROS 13/07 : Administrative Records of National Bodies [Close](#)

Australian Health Practitioner Regulation Agency


6.2.1. Class

Acquisition records, including quotations, requisitions, orders, invoices, etc.

Disposal

Disposal Action: Destroy

Disposal Custody: Destroy 7 years after action completed.

It is also possible to export the results list in a variety of formats by generating a report using the 'Report' button, and selecting a file format (PDF, EXCEL, or Word) by clicking the  icon.

RDA Number	Approval Date	Agency	RDA Title	Sector	Ref.	Term Title	Term Description
PROS 13/07	20/03/2015	Australian Health Practitioner Regulation Agency	Administrative Records of National Bodies	National Body	6.1	ACCOUNTING	The activity of recording, classifying, summarising information of transactions, subsequently financial position, operating results, public author

1.3 Using Results

Results are commonly cited as precedents when developing Appraisal Justifications or Disposal recommendations. To reference a search result from a Function or Activity level term the “‘See’ reference’ entry is used. See ORDA Agency User Guide 5 for information on how to reference the term or class entry found in a search.

1.4 More information

For more information on using ORDA go to:

<https://prov.vic.gov.au/recordkeeping-government/learning-resources-tools/orda>

For a step-by-step advice on developing an RDA go to:

<https://prov.vic.gov.au/recordkeeping-government/how-long-should-records-be-kept/rda-development-step-by-step>

For further information regarding disposal go to:

<https://prov.vic.gov.au/recordkeeping-government/how-long-should-records-be-kept>

Should you require further assistance or advice with ORDA, or the Retention and Disposal of public records, email the PROV Appraisal and Documentation team at: agency.queries@prov.vic.gov.au